



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL
6501 E. ELEVEN MILE ROAD
WARREN MI 48397-5000

IMNE-MIG-PL

09 JAN 2009

MEMORANDUM FOR U.S. Army Garrison-Detroit Arsenal Personnel

SUBJECT: U.S. Army Garrison-Detroit Arsenal Policy Memorandum #02, Publishing and Maintaining Policy Memoranda

1. REFERENCE. AR 25-50, Preparing and Managing Correspondence, 3 June 2002.
2. PURPOSE. To provide guidance to all U.S. Army Garrison-Detroit Arsenal (USAG-DTA) personnel on the publishing and maintenance of USAG-DTA policy memoranda.
3. APPLICABILITY. These procedures are applicable to all personnel assigned to and/or under the operational control of USAG-DTA. This policy memorandum supersedes all other USAG-DTA policy memoranda.
4. POLICY. The Directorate of Plans, Training, Mobilization, & Security (DPTMS), Chief, Plans Branch, at USAG-DTA will be responsible for publishing, distribution and maintaining a file of policy memoranda applicable to USAG-DTA. These memoranda will be applicable to all personnel managed by USAG-DTA.
5. PROCEDURES.
 - a. All USAG-DTA policy memoranda will follow the format at enclosure 1. The official symbol will be the USAG-DTA proponent office that drafts the policy. The DPTMS will assign the policy number. The policy POC will be position title rather than an individual's name. Memoranda will be prepared in 12-point Times New Roman font. Pages will be numbered beginning with page 2 on the bottom center of page. Policy memoranda will be formal memoranda on USAG-DTA letterhead stationery.
 - b. The DPTMS will send copies of approved USAG-DTA policy memoranda to all Garrison directorates and separate staff offices. Copies will also be posted in a read-only approved USAG-DTA policy memoranda file on the IMA T Drive, and will also be posted on the USAG-DTA intranet.
 - c. The USAG-DTA proponent of each memorandum will review the policy for higher headquarters compliance, accuracy and relevance not less than annually and initiate changes as required. Any USAG-DTA employee or contractor may submit recommendations for changes to any USAG-DTA policy memorandum, at any time, to the designated proponent of the policy memorandum.

IMNE-MIG-PL

SUBJECT: U.S. Army Garrison-Detroit Arsenal Policy Memorandum #2, Publishing and Maintaining Poly Memoranda

d. USAG-DTA Directors and Separate Office Chiefs will ensure all USAG-DTA personnel are aware of USAG-DTA policy memoranda.

6. PROPONET. The DPTMS is the proponent for this USAG-DTA policy. POC is the Chief of Plans and Operations, DPTMS, COMM 586-574-7867, or DSN 786-7867.

Encl
1-sample format


BRENDA LEE MCCULLOUGH
Garrison Manager



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IMNE-MIG-XX (Office symbol of proponent)

MEMORANDUM FOR U.S. Army Garrison-Detroit Arsenal Personnel

SUBJECT: U.S. Army Garrison-Detroit Arsenal Policy Memorandum #X, Title

1. REFERENCE.

- a. See AR 25-50, Preparing and Managing Correspondence, paragraph 1-31, 3 June 2002.
- b. Publications include number, title, and date.
- c. Correspondence includes type of correspondence, organization of origin, office symbol, date, and subject of the correspondence.

2. PURPOSE. To provide guidance to all U.S. Army Garrison-Detroit Arsenal (USAG-DTA) personnel on the (policy title).

3. APPLICABILITY. These procedures are applicable to all personnel assigned to and/or under the operational control of USAG-DTA.

4. POLICY.

5. PROCEDURES. (as applicable)

6. PROPONET. The (proponent office) is the proponent for this USAG-DTA policy. POC is the (title), comm XXX-XXX-XXXX, or DSN 786-XXXX.

BRENDA LEE MCCULLOUGH
Garrison Manager